SECTION 1.   INTRODUCTION

1.1 REAL-TIME PROCESSING CONCEPT.
Real-time processing for the USAF Standard Base Level General
Accounting and Finance System (GAFS) file maintenance and inquiry
works as follows:

   a. Remote input or batch processing techniques are used to enter
transactions in the computer. Real-time capabilities exist for those
records that are immediately available to the transactions, which
update them.

   b. Accounting records are established in the Immediate Access
Storage (IAS) area of the computer's disk file by remote entry or
batch processing. Large volume interface data is entered as
identified in part four.

   c. A record addressing system is used with four basic record types:
Control Summary Records (CSRs), Fund Summary Records (FSRs), Program
Summary Records (PSRs), and Document Summary Records (DSRs). These
are listed in descending order, each subordinate to the higher
records. To reduce the possibility of updating the wrong record, two
addresses are used to post all transactions. An exception is when
CSRs, FSRs, or PSRs are established. The computer assigns all
addresses.

   d. The computer acknowledges accepted or rejected data on the
remote terminal. The response varies with the type transaction being
entered. In some cases, the computer prints only a control character.
In other cases, such as when an FSR is established, the computer
prints an acknowledgement and a FSR address. The type acknowledgement
the computer prints determines the action required. The
acknowledgement character ensures the computer has received and
accepted the input transmission.

   e. DAO/OPLOCs may key in data directly from source documents to
establish accounting records. Once the computer accepts a record and
assigns an address location, the data is permanently recorded and does
not have to be repeated for later transactions. All future
transactions processed against the record through use of the record
address are assigned the accounting classification of the basic
record. This eliminates repetitious input of data and reduces the
possibility of clerical errors. For this reason, the Accounts Control
Area/Financial Reports Branch must control, supervise, and audit the
establishment of CSRs, FSRs, and PSRs.

1.2 FIELD ASSISTANCE.

   a. The difficulty reporting (DIREP) system is used to notify HQ
Standard Systems Group (HQ SSG) (Field Assistance Branch, DSN 596-
5771) of systems difficulties. A single control point for DIREP
processing should be established at each Defense Enterprise Computing
Center (DECC). DIREPs are used to report difficulties encountered in
the operation and maintenance of data systems, and the response by HQ
SSG reports the resolution to all Defense Enterprise Computing Center
DECCs. A copy of the Run Summary Execution Report, which is furnished
by DECC, should support all DIREPs.

      (1) AFCSM 33-210, volume I/IIA, section 4, provides detailed
instructions for preparing and submitting DIREP reports.

      (2) Difficulties to be included in a DIREP report are as
follows:

         (a) Functional user support documentation errors--including
errors attributed to computer programs or edits.

         (b) Interdocumentation errors--including errors in
instructions, procedures, text, or the absence of necessary
instructions or procedures within or between other data systems
documentation. For example, there could be a conflict between
functional user support manuals and DFAS-DE series manuals.

         (c) Product Review Errors--including errors within or between
products and documentation, format, absence of entries, incorrect
algorithms, and miscalculated entries.

         (d) Unidentified Errors--including errors or conflicts in the
data system that cannot be determined, or any combination of
paragraphs (a), (b), and (c).

   b. Do not use DIREPs to recommend or suggest improvements to data
systems. Send recommendations and suggestions through appropriate
command channels to DFAS-DE/ANA, 6760 E. Irvington PL, Denver, CO
80279-8000, for the following:

      (1) Clarification of, or changes to, accounting procedures.

      (2) Inquiries on reasons for requirements and adequacy of data.

      (3) Questions on and recommendations for system or manual
improvements, additions, or revisions (except those involving computer
programs and related processing techniques, see paragraph 1.2a(2)(a)).

c. Send requests for deviations from standard procedures prescribed in this manual through command channels to DFAS-DE/ANA. In requests for deviations, include proposed alternate procedures. DFAS-DE will advise request initiators of approval or disapproval.

1.3 TERMS EXPLAINED.
Paragraph 1.12 contains an alphabetical list of abbreviations appearing in the text.

1.4 RELATIONSHIP WITH OTHER MANUALS AND SYSTEMS.
This manual is a functional user support manual for the GAFS.

   a. General. This manual does not change the policies in the DFAS-DE 7420.1-R series directives and in DFAS-DE 7010.1-R. DFAS-DE 7420.1-R prescribes similar relationships and policies for Defense Business Operations Fund (DBOF) and Air Force Stock Fund (AFSF) systems. DFAS-DE 7010.1-R prescribes the operating relationships and policies pertaining to General Accounting and Finance Systems. Transaction manuals (DFAS-DE 7010.2-R and DFAS-DE 7010.4-R) continue to identify processing actions to pinpoint responsibilities.

   b. Other. DFAS-DE 7071.2-M is the computer operation manual. It provides instructions for Defense Enterprise Computing Center (DECC) personnel to process all accounting transactions, and prepare the products and reports listed in this manual. All revisions in accounting procedures or products, which involve computer programs, are issued simultaneously in DFAS-DE 7071.2-M and this manual. This policy provides continuous dual support of the computer system and minimizes conflicting instructions.

   c. Cross-Reference. Cross-referencing to other Air Force publications has been kept to a minimum. References are used to establish procedural and systems relationships and to avoid duplication of instructions. Report errors in cross-referencing to DFAS-DE/ANA for correction. MAJCOMs and SOAs supplementing this manual must send one copy of each published supplement to DFAS-DE/ANA.

1.5 FUNCTIONAL USER SUPPORT MANUAL CONCEPT.
This manual tells how the system operates. Specifically, it contains:

   a. An introduction explaining the functions and purposes of the system, including special options available within the system.

   b. Appropriate manual or audit functions to be performed on input source documents.

   c. Mechanics of the system, including:

      (1) File and record layouts.

       (2) Header and parameter formats and required entries.

       (3) Preparation of instructions (as needed).

       (4) Remote operator instructions.

   d. Instructions for transaction processing and maintenance of accounting records.

   e. Product and reporting instructions, including:

       (1) Sample product and report formats.

       (2) Manual audit procedures for output data (balancing and correction procedures as required).

       (3) As-of and due dates.

       (4) Disposition and retention instructions.

       (5) Explanation of output products and reports.

1.6 ACCOUNTING AND FINANCE COMPUTER KNOWLEDGE REQUIREMENTS.
The key to successful operation is a complete understanding of the computer processing logic; knowledge of the end-of-day routines, interface processing techniques, and report processing logic; and ability to recognize problems or computer deficiencies when they occur.

1.7 MASTER APPROPRIATION REFERENCE TABLE (MART).
The MART file of appropriations originates at DFAS-DE. It is used to verify the accuracy of disbursement and collection transactions and Merged Accountability and Fund Reporting (MAFR) reports. Also, used by BQ programs to determine data elements to be extracted for reports. Bases and OPLOCs maintain the MART file and validate MAFR items using computer programs. The MART system is described in section 36.

1.8 APPROPRIATION/FUND RECORDS AND INTERNAL LISTINGS.
The Defense Enterprise Computing Center (DECC) prepares most AF standard reports and base-level reports from ADP records (internal and external files as described in paragraph 2.3). External records are printed as required (but at least monthly) on the selective transaction history listing. Paragraph 28.11 describes the listing in greater detail. Many of the records listed in DFAS-DE 7010.1-R has changed from manual ledgers to internal automated records and are printed as either ledgers or listings. In almost all cases, the transaction history listing serves as a substitute for the ledgers

required in DFAS-DE 7010.1-R. Additional listings serve as interim records where needed for balancing, audit, and reconciling.

1.9 RECORDS RETENTION AND DISPOSITION.
AFI 37-138 and AFMAN 37-139 prescribe retention and disposition of A&F records. Keep listings the same length of time that the substituted basic records are kept.

1.10 PROGRAM AND FILE NAME CONVENTION.
The individual standard Air Force program name consists of 12 positions. The first six positions identify the specific program, such as NBQ130, and the last six positions are 0UABS0. However, references made in this manual to specific programs use only the first six positions. File-IDs also are comprised of 12 positions with the first six positions being a slight variation of the first six positions of the program-ID, such as program NBQ130 produces file ZBQ13DUNDD60. Again, as in the case of program-IDs above, many file-IDs are referred to within this manual by the first six positions.

1.11 MICROCOMPUTER APPLICATION CONCEPT.

   a. Microcomputer application software is developed and released by DFAS-DE to each DAO/OPLOC to support ongoing microcomputer requirements. Currently, two microcomputer systems, the Windowbased Microcomputer Off-line/On-line Processing System (WINMOOPS32) and the Windowbased General Accounting Microcomputer Processing System (WINGAMPS32) have been released to each DAO/OPLOC.

   b. To maintain currency when changes are made to WINMOOPS32, WINGAMPS32, or other subsequent microcomputer software applications, one copy of the change is released by DFAS-DE to each DAO/OPLOC microcomputer focal point. Designation by the DAO/OPLOC, who acts as the point of contact for all microcomputer software applications within the DAO/OPLOC. Specifically, the microcomputer focal point:

       (1) Receives incoming microcomputer software applications on a floppy diskette from DFAS-DE, such as initial releases and changes to existing software.

       (2) Reproduces released microcomputer software on floppy diskettes, as required, for distribution to appropriate Processing Center (PCs) within the DAO/OPLOC. For example, AIS unique applications such as frames for General Accounting (BQ), Automated Travel, etc.

       (3) Ensure any changes of the microcomputer focal point or related organizational elements are provided in writing to HQ SSG/FN, Maxwell AFB, Gunter Annex AL 36114-3005, as they occur.

NOTE: Failure to provide these changes could result in released microcomputer software applications either being misplaced, delayed, or lost.

1.12 TERMS AND ABBREVIATIONS.

A&F	Accounting and Finance
A/P CC	Advance and Progress Payment Cost Center
AAR	Annual Anticipated Reimbursements
ABA	Annual Budget Authorization
ABSS	Automated Business Service System
ACN	Authorized Code Number
ACRN	Accounting Classification Reference Number
ADC	Authorized Data Chain
ADE	Authorized Data Element
ADP	Automatic Data Processing
ADPE	Automatic Data Processing Equipment
ADRSS	Automated Data Reports Submission System
ADSN	Accounting and Disbursing Station Number
AEA	Annual Expense Authority
AEP	Accrued Expenditures Paid
AETC	Air Education and Training Command
AEU	Accrued Expenditures Unpaid
AFDD	Air Force Data Dictionary
AFIF	Air Force Industrial Fund
AFMC	Air Force Materiel Command
AFO	Accounting and Finance Office
AFO-ID	Accounting and Finance Office Identifier
AFPRO	Air Force Plant Representative Office
AFR	Air Force Regulation
AFSF	Air Force Stock Fund
AG	Activity Group
AIS	Automated Information System
AL	Allotment Ledger
ALC	Air Logistics Center
ALN	Access and Location Number
ANG	Air National Guard
ANN	Annual
APA	Annual Program Authorization
ARF	Financial Statement and Reports Branch
ARM	Account Management and Reconciliation
ARPA	Advance Research Projects Agency
ASID	Accounting System Identifier
ASN	Allotment Serial Number
ASR	Authorization Security Record
AUTODIN	Automatic Digital Network
BA	Budget Activity
BAAN	Budget Authorization Account Number

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BAC              Budget Activity Code
BAL-ID           Balance Identifier
BCE              Base Civil Engineer
BDO              Blanket Delivery Order
BID              Balance Identifier
BLAMES           Base Level AUTODIN Message Extract System
BLISS            Base Level Integrated Support System
BLMPS            Base Level Military Personnel System
BOA              Basic Ordering Agreement
BOCL             By-Others Control Log
BPAC             Budget Program Activity Code
BUD PRJ          Budget Project
CAAS             Contracted Advisory and Assistance
                  Services Code
CAFO             Consolidated Accounting and Finance Office
CAO              Contract Administration Office
CARE             Customer Automation & Reporting Environment
CASN             Contract Administration Station Number
CAT              Category
CBAS             Command Budget Automated System
CBPO             Consolidated Base Personnel Office
CCC              Contract Category Code
CD               Cost Descriptor
CFY              Current Fiscal Year
CIC              Content Indicator Code
CID              Collect Incoming DDN/FTP
CLIN             Contract Line Item Number
CMA              Centrally Managed Allotment
CMCS             Case Management Control System
COBOL            Common Business Oriented Language
COBY             Current Operating Budget Year
COCESS           Contractor-Operated Civil Engineering
                  Service Store
CONUS            Continental United States
COPARS           Contractor-Operated Parts Store
CPN              Contract Payment Notice
CRT              Cathode Ray Tube
CSB              Computer Support Base
CSI              Cost System Indicator
CSN              Contract Serial Number
                 Control Symbol Number
CSR              Control Summary Record
CSRA             Control Summary Record Address
CT               Cost Transfer
CTO              Commercial Travel Office
CTS              Conversational Time Sharing
CTRY-CD          Country Code
CWM              BCE Materiel Transaction
```

CY	Current Year
DAAS	Defense Automatic Addressing System
DAD	Data Description
DAFO	Deputy Accounting and Finance Office
DAFSC	Duty Air Force Specialty Code
DAN	Data Access Name
DAO	Defense Accounting Office
DAR	Defense Acquisition Regulation
DARPA	Defense Advanced Research Projects Agency
DASL	Daily Appropriation Summary Ledger
DBC	Detail Billing Card
DBOF	Defense Business Operations Fund
DBR	Detail Billing Records
DBT	Data Base Transfer
DCA	Defense Communications Agency
DCASR	Defense Contract Administration Services Region
DCD	DFAS Corporate Database
DCH	Data Communications Handler
DCMS	Defense Cash Management System
DCPS	Defense Civilian Pay System
DDP	Distributed Data Processing
DEBX	DoD Electronic Business Exchange System
DECC	Defense Enterprise Computing Center
DESC	Defense Energy Supply Center
DFAMS	Defense Field Automated Management System
DFAS-DE	Defense Finance and Accounting Service - Denver Center
DFB	Defense for and By-Others
DIA	Defense Intelligence Agency
DIFMS	Defense Industrial Funds Management System
DIREP	Difficulty Report
DIS	Defense Investigative Service
DISA	Defense Information System Agency
DISN	Defense Information Switching Network
DLA	Defense Logistics Agency
DMA	Defense Mapping Agency
DMAPS	Depot Maintenance Accounting and Production System
DMRD	Defense Management Report Decision
DNA	Defense Nuclear Agency
DO	Disbursing Office
DOC-ID	Document Identity
DOD	Department of Defense
DOD FC	Department of Defense Functional Category
DODAAC	Department of Defense Activity Code
DODAAD	Department of Defense Activity Address Directory

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DODEE          Department of Defense Element of Expense
DOLP           Date of Last Posting
DOLT           Date of Last Transaction
DOV            Disbursing Officer's Voucher
DR CD          Debtor Code
DSC            Data Select Code
DSI            Document Save Indicator
DSR            Document Summary Record
DSRA           Document Summary Record Address
DSRTF          Document Summary Record Transaction File
DSSN           Disbursing Station Symbol Number
DTE            DDN Trigger Entry
DTS            Defense Travel System
DUEL           Data Update Edit Language
EA             Expenditure Authority
EAID           Equipment Authorization Inventory Data
EC             Entitlement Code
ECL            Executive Control Language
EDP            Electronic Data Processing
EE             Edit Error
EEIC           Element of Expense/Investment Code
ELIN           Exhibit Line Item Number
EMPR           Emergency Program
EOD            End-of-Day
EOM            End-of-Month
EOQ            End-of-Quarter
EOT            End-of-Transmission
EPC            Expense Processing Code
ESP            Emergency and Special Program
FAC            Functional Account Code
FBO            For- and By-Others System
FC             Fund Code
FCN            Fund Control Number
FCF            Foreign Currency Fluctuation
FCO            Filled Customer's Order
FCOU           Filled Customer's Order Uncollected
FDP            Field Definition Processor
FICA           Federal Insurance Contributions Act
FITW           Federal Income Tax Withholding
FMF            Directorate of Accounting and Finance
FMS            Foreign Military Sales
FSA            Functional Systems Analyzer
FSC            Federal Supply Classification
FSO            Financial Service Office
FSR            Fund Summary Record
FSRA           Fund Summary Record Address
FT             Fund Type
FTP            File Transfer Protocol
```

FUNCAT	Functional Category
FY	Fiscal Year
GAFS	Standard Base-Level General Accounting and Finance System
GB/L	Government Bill of Lading
GFGL	General Funds General Ledger
GL	General Ledger
GLA	General Ledger Account
GLIC	General Ledger Identification Code
GLSA	General Ledger Subsidiary Account
GSA	General Services Administration
GSSF	General Support Stock Fund
GSU	Geographically Separated Units
HDR	Header
HQ SSG	Headquarters Standard Systems Group
IAC	Intermediate Air Command
IAPS	Integrated Accounts Payable System
IAS	Immediate Access Storage
IATS	Integrated Automated Travel System
IBP	International Balance of Payments
IC	Intermediate Consolidation
ICI	Interactive Communications Interface
ICL	Interface Control Ledger
ID	Identity
IDEN	By-Others Identity Code
IFTS	Integrated Financial Tracking System
ILC	Input Location Code
IM	Inventory Manager
INQ	Inquiry
IPAD	Incoming Program Authorization Documents
IPF	Interactive Processing Facility
IWIMS	Interim Work Information Management System
JOCAS	Job Order Cost Accounting System
JSS	Joint Service Software
JV	Journal Voucher
LSD	Least Significant Digit
MACR	Materiel Acquisition Control Record
MAFR	Merged Accountability and Fund Reporting
MAJCOM	Major Command
MAP	Military Assistance Program
MART	Master Appropriation Reference Table
MC	MAFR Category Code
MC&A	Maintenance Control and Analysis
MDS	Mission Design and Series
MEMO	Medical Equipment Management Office
MFH	Military Family Housing
MFP	Major Force Program
MHA	Military Housing Account

MicroBAS	Microbased Budget Automated System
MILPERS	Military Personnel System
MILSCAP	Military Standard Contract Administration Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Procurement Request
MMAS	Medical Materiel Accounting System
MNOC	Management Notice Option Code
MORD	Miscellaneous Obligation/Reimbursement Document
MPAD	Manpower Personnel Assignment Document
MPC	Materiel Program Code
MSD	Most Significant Digit (first position of the field)
MT	Meal Ticket
NASA	National Aeronautics and Space Administration
NC	Numeric Computation
NLT	Not Later Than
NP	No-Pay Voucher
NPS	No PSRA
NSA	National Security Agency
O&M	Operations and Maintenance
OA	Obligation Authority
OAC	Operating Agency Code
OB	Operating Budget
OBAN	Operating Budget Account Number
OBL/AL	Operating Budget Ledger/Allotment Ledger
OBY	Operating Budget Year
ODL	Open Document Ledger
OCCR	Organization/Cost Center Record
OEP	Office of Emergency Preparedness
OJCS	Office of the Joint Chiefs of Staff
OLVIMS	Online Vehicle Interactive Management Systems
OM	Output Measurement
ON	Order Number
OPAC System	Online Payment and Collection System
OPLOC	Operating Location
OPR	Office of Primary Responsibility
OSC	Organization Structure Code
OSD	Office of the Secretary of Defense
OSSF	Other Services Stock Fund
P&CA	Paying and Collecting Area
PA	Program Authorization
PAS	Personnel Accounting Symbol
PC	Processing Center
PC TCH	Processing Center Technician
PCN	Product Control Number

PCS	Permanent Change of Station
PDS	Personnel Data Systems
PE	Program Element
PEC	Program Element Code
PFMR	Project Fund Management Record
PFSR	Program Fund Summary Record
PFY	Prior Fiscal Year
PII	Procurement Instrument Identity
PLN	Program Line Number
PMO	Project Management Office
PO	Purchasing Office
POBY	Prior Operating Budget Year
POL	Petroleum, Oils and Lubricants
PR	Purchase Request
PRJ	Project
PSCN	Paying Station Control Number
PSM	Personnel System Manager
PSR	Program Summary Record
PSRA	Program Summary Record Address
PSUPRB	Pseudo Processor for Batch
PY	Program Year
PYAC	Prior Year Account Conversion
QAR	Quarterly Anticipated Reimbursements
QEA	Quarterly Expense Authority
QLP	Query Language Processor
QTR	Quarterly
RC/CC	Responsibility Center/Cost Center
RCM	Responsibility Center Manager
RCMA	Responsibility Center Manager Address
RCMR	Responsibility Center Manager Record
RCS	Reports Control Symbol
RDC	Report Designator Code
RDT&E	Research, Development, Test, and Evaluation
REC	Record
RECAP	Recapitulation
REJ	Reject
RES-DOC-DATA	Reserve Document Data
RID	Remote Identifier
RIF	Report Information File
RJETS	Remote Job Entry Terminal System
RQN	Requisition
RPC	Regional Processing Center
RPM	Real Property Maintenance
RR	Resource Managers (RCM) Record
RRI	Reimbursement/Refund Indicator (formerly Budget Project Indicator)
RSB	Remote Small Base

SAG	Subactivity Group
SBC	Summary Billing Card
SBLC	Standard Base Level Computer
SBR	Summary Billing Record
SBSS	Standard Base Supply System
SC	Sales Code
SCSC	Satellite Customer Service Center
SDE	Standard Data Element
SDF	System Data Format
SFS	Shared File System
SIK	Substance in Kind
SIMS	Services Information Management System
SIPS	Standard Interface Processing System
SMA	Subject Matter Area
SMAS	Standard Materiel Accounting System
SMC	Systems Management Code
SNC	Signed Numeric Computation
SOA	Separate Operating Agency
SPO	Special Project Officer
SRAN	Stock Record Account Number
SSN	Social Security Number
SSSF	Systems Support Stock Fund
SUB-PC	Sub-Processing Center
SUBPRJ	Subproject
TAA	Total Actual Authority
TCC	Telecommunication Center
TCH	Technician
TD	Travel Detail Record
TDY	Temporary Duty
TED	Transfer Effective Date
TEXHD	Text Headers
TEXTR	Text Trailers
TFR	Total Final Reports
TIP	Transaction Interface Processor
TM	Travel Master Record
TO	Transportation Office
TO	Travel Obligation Record
TOT	Total
TPC	Travel Processing Center
TR	Travel Transaction Record
TRIC	Transaction Identification Code
TRT	Transmittal Register Transcript
TT	Type Transaction
TV	Type Vendor
UDF	User Defined Function
UFCO	Unfilled Customer Orders
UFO	Unfilled Order
UOC	Unobligated Commitment

UOO	Undelivered Orders Outstanding
USAFAC	US Army Finance and Accounting Center
WIMS	Work Information Management System
WinFrame32	Windows User-defined Frame Builder, 32-Bit
WinGAMPS32	Windows General Accounting Microcomputer Processing System, 32-Bit
WinMOOPS32	Windows Microcomputer Offline/Online Processing System, 32-Bit
WISP	Workload Information Scheduling Processor
USAFA	United States Air Force Academy
WO	Work Order